

The logo for AEROMART MONTRÉAL features a large, stylized teal letter 'A' on the left, with a white triangle inside it. To the right of the 'A', the word 'AEROMART' is written in a bold, black, sans-serif font. Below 'AEROMART', the word 'MONTRÉAL' is written in a teal, sans-serif font.

## EXHIBITOR HANDBOOK

**March 25 - 27, 2025**

Palais des Congrès de Montréal  
1001 Place Jean-Paul Riopelle  
H2Z 1M2 Montréal (Québec) - Canada  
[www.congresmtl.com](http://www.congresmtl.com)

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## CONTACT

**Event Organizers:**

**advanced business events**

10 rue de la Rochefoucauld

CS 50300

92513 Boulogne-Billancourt Cedex – France

Tel : 01 41 86 41 60

Website: <https://montreal.bciaerospace.com/en/>

E-mail: [aeromart\\_montreal@advbe.com](mailto:aeromart_montreal@advbe.com)

## EVENT SCHEDULE & AGENDA

Event hours are subject to change, a definitive timetable will be provided with your BtoB meeting’s agenda.

**Tuesday, March 25<sup>th</sup>**

9:00am – 3:15pm: **Global Supply Chain Summit.** Program [HERE](#).

**(Fee not included in your package // Purchase your ticket through the online portal if you wish to participate)**

3:00pm – 7:00pm: Access to exhibition hall (booth set-up)

**Wednesday, March 26<sup>th</sup> - Rooms 220 CDE**

7:30am – 8:30am: Opening of the front desk

8:30am – 12:30pm: BtoB meetings & workshops

12:30pm – 2:00pm: Networking lunch

2:00pm – 6:30pm: BtoB meetings & workshops

6:45pm – 11:00pm: Cocktail reception

**Thursday, March 27<sup>th</sup> - Rooms 220 CDE**

7:30am – 8:30am: Opening of the front desk

8:30am – 12:30pm: BtoB meetings & workshops

12:30pm – 2:00pm: Networking Lunch

2:00pm – 6:00pm: BtoB meetings & workshops

5:40pm – 9:00pm: Closing

	Tuesday March 25 <sup>th</sup>	Wednesday March 26 <sup>th</sup>	Thursday March 27 <sup>th</sup>
Access to exhibition hall for booth set-up	3:00pm – 7:00pm	7:30am	
Cocktail reception		6:45pm – 11:00pm	
Move-out			5:40pm-9:00pm

## PREPARE YOUR ARRIVAL

Upon arrival at the Palais des Congrès de Montréal, all participants must present their **PRE-PRINTED BADGES** at the entrance.

They will be available to download from your online profile beginning from **March 20<sup>th</sup>, 2025:**







<https://meetings.montreal.bciaerospace.com/2025/signup.php>


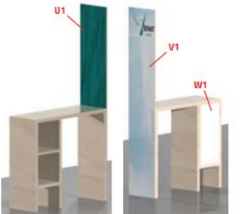
You will need to **print your B2B meeting schedule**, as only the event catalog, which includes the exhibition floor plan and the list of exhibitors, along with the conference program, will be provided at the front desk.

## BOOTH DETAILS

Depending on the package you have chosen, the following equipment is included (excluding the extra options). Each panel is 2.5m high and 1m wide.

*\* Pictures are non-contractual*

<p><b>Basic Package 6m<sup>2</sup></b> (3m x 2m)</p>		<ul style="list-style-type: none"> <li>✓ Carpet</li> <li>✓ A rail of spotlights</li> <li>✓ 1 single-sided sign</li> <li>✓ 1 table</li> <li>✓ 3 chairs</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 kW</li> </ul>
<p><b>Customized Basic Package 6 m<sup>2</sup></b> (3m x 2m) with 3 personalized back booth panels on printed canvas fabric</p>		<ul style="list-style-type: none"> <li>✓ Carpet</li> <li>✓ A rail of spotlights</li> <li>✓ 1 single-sided sign</li> <li>✓ 1 table</li> <li>✓ 3 chairs</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 kW</li> </ul> <p><b>GRAPHICS TO BE PROVIDED in the dimensions of –</b> <b>2959mm x 2400mm ht (116-1/2" x 94- 1/2")</b> before FEBRUARY 20, 2025 to <a href="mailto:aero-print@dee-expo.com">aero-print@dee-expo.com</a> <i>*Graphics printed by default on a weighted tarpaulin unless otherwise requested</i></p>
<p><b>Basic Package 12m<sup>2</sup></b> (6m x 2m)</p>		<ul style="list-style-type: none"> <li>✓ Carpet</li> <li>✓ A rail of spotlights</li> <li>✓ 1 single-sided sign</li> <li>✓ 2 tables</li> <li>✓ 6 chairs</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 kW</li> </ul>
<p><b>Customized Basic Package 12 m<sup>2</sup></b> (6m x 2m) with 6 personalized back booth panels on printed canvas fabric</p>		<ul style="list-style-type: none"> <li>✓ Carpet</li> <li>✓ A rail of spotlights</li> <li>✓ 1 single-sided sign</li> <li>✓ 2 tables</li> <li>✓ 6 chairs</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 kW</li> </ul> <p><b>GRAPHICS TO BE PROVIDED in the dimensions of –</b> <b>5944mm X 2337mm (234" x 92")</b> before FEBRUARY 20, 2025 to <a href="mailto:aero-print@dee-expo.com">aero-print@dee-expo.com</a> <i>*Graphics printed by default on a weighted tarpaulin unless otherwise requested</i></p>
<p><b>Deluxe Package 12m<sup>2</sup></b> (3m x 4m)</p>		<ul style="list-style-type: none"> <li>✓ Carpet</li> <li>✓ A rail of spotlights</li> <li>✓ 1 single-sided sign</li> <li>✓ 2 tables</li> <li>✓ 6 chairs</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 Kw</li> </ul> <p><b>GRAPHIC TO BE PROVIDED in the dimensions of –</b> <b>1448mm X 622mm ht (57" X 24-1/2")</b> before FEBRUARY 20, 2025 to <a href="mailto:aero-print@dee-expo.com">aero-print@dee-expo.com</a></p>
<p><b>Customized Deluxe Package 12 m<sup>2</sup></b> (3m x 4m) with 3 personalized booth panels</p>		<ul style="list-style-type: none"> <li>✓ Carpet</li> <li>✓ A rail of spotlights</li> <li>✓ 1 single-sided sign</li> <li>✓ 2 tables</li> <li>✓ 6 chairs</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 kW</li> </ul> <p><b>GRAPHICS TO BE PROVIDED in the dimensions of –</b> <b>K: 1270 mm X 2400mm (50 X 94-1/2")</b> <b>L: 1559mm X 2400mm (61-3/8" X 94-1/2")</b> <b>J: 1448mm X 622mm (57" X 24-1/2")</b> before FEBRUARY 20, 2025 to <a href="mailto:aero-print@dee-expo.com">aero-print@dee-expo.com</a></p>

<p><b>Premium Package 24m<sup>2</sup></b> (4m x 6m)</p>		<ul style="list-style-type: none"> <li>✓ Customizable booth</li> <li>✓ 1 storage closet</li> <li>✓ Spotlights</li> <li>✓ 1 counter</li> <li>✓ 1 table</li> <li>✓ 3 chairs</li> <li>✓ 2 high tables</li> <li>✓ 6 stools</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 kW</li> <li>✓ <b>Included graphics and their dimensions for the 24m<sup>2</sup></b></li> </ul> <p><b>GRAPHICS TO BE PROVIDED before FEBRUARY 20, 2025 to <a href="mailto:aero-print@dee-expo.com">aero-print@dee-expo.com</a></b></p>
<p><b>Counter Package</b></p>		<ul style="list-style-type: none"> <li>✓ 1 counter customized with your graphics</li> </ul> <p><b>GRAPHICS TO BE PROVIDED in the dimensions of –</b>  <b>W1: Your HD logo</b>  <b>U1: 1118mm x 394mm (44" x 15 1/2")</b>  <b>V1: 2134mm x 394mm (84" x 15 1/2")</b>  <b>before FEBRUARY 20, 2025 to <a href="mailto:aero-print@dee-expo.com">aero-print@dee-expo.com</a></b></p>
<p><b>Customized Booth</b> (Collective pavilion or bare surface booth)</p>	<p>Contract your abe/bci aerospace sales representative or <a href="mailto:aeromart_montreal@advbe.com">aeromart_montreal@advbe.com</a></p>	<p><b>ORDERS MUST BE SUBMITTED BY JANUARY 30, 2025</b></p>

Feel free to bring your own graphics to personalize your space. Please ensure you bring all the necessary materials to hang or attach them (chains, adhesives, etc), as **drilling into the panels is strictly prohibited**. **Also, don't forget to bring an extension cord and power strip, as your booth includes only one outlet.**

## BOOTH SET-UP

Booth set up will be from **3:00pm to 7:00pm on Tuesday, March 25<sup>th</sup>**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Exhibition Center at **7:30am on Wednesday, March 26<sup>th</sup>** to complete the set up and personalization of their booths.

Aeromart Montréal offers hard walled booths. **We strongly recommend you bring graphics to customize your space, or order personalized prints and fascia boards for a more professional appearance.** Noisy machines or sound systems **are not allowed**. Additionally, ensure that all equipment and graphics fit within your booth dimensions. **Please note that your booth includes only one electrical outlet.**

## ADDITIONAL FURNITURE

• **Default furniture:**

**Our official supplier, « DEE »** offers a large range of furniture and equipment. You may exchange your default furniture or order additional items at your own expense.

For a detailed description of the characteristics of your stand (from 6 to 24m2) consult the following link [HERE](#).

• **How to place an order?**

Please complete the order form [HERE](#).

**ORDERS MUST BE SUBMITTED BY FEBRUARY 23, 2025.**

A 30% surcharge will be applied to all orders placed after this date.

• **Consult the list of luxury furniture and access the order form [HERE](#).**

• **Contact: DÉCOR EXPERTS EXPO**

Elizabeth Dumont

Tel: 514 232 8984 // [elizabeth.dumont@dee-expo.com](mailto:elizabeth.dumont@dee-expo.com)

## MULTIMEDIA PACKAGE RENTAL

### Available equipment:

A 42" plasma screen

Price: 700 EUR/CAD HT

### • How to place an order?

You must order through the platform during your registration. **If you have already sent your order form and wish to add a video rental, please send an email to your ABE/BCI Aerospace sales representative and copy Taylore LASSALLE (tlassalle@advbe.com).**  
**ALL ORDERS MUST BE SUBMITTED BY FEBRUARY 20, 2025**

## PERSONALIZED BOOTH PANEL

### • Customized booth panels:

Your booth is made of hard walls that can be customized with your own graphics, **consult the full list [HERE](#).**

#### 1. For individual panel, printed on PVC and fixed by hooks onto the panels:

Provide us with your ready-to-print artwork in the correct format:

- **949mm x 2292mm ht (37-3/8" x 90-1/4")**
- Price: 300 EUR HT / 350 CAD HT per panel

#### 2. For a reusable weighted tarpaulin covering the whole panel (and partition): (minimum 3 panels):

Provide us with your ready-to-print artwork in the correct format:

- 3 panels: **2959mm x 2400mm (116-1/2" x 94- 1/2")**
- Price: 900 EUR HT / 1400 CAD HT
- 6 panels: **5944mm X 2337mm (234" x 92")**
- Price: 1800 EUR HT / 2800 CAD HT

Your electronic artwork must be provided in: .ai, .pdf, .psd, .eps at 200 dpi of actual image size.

### • How to place an order?

You must order on the platform during your registration.

### • Instructions for Additional Orders

If you have already submitted your initial order form and wish to place an additional order, please complete the form corresponding to the desired package:

- Basic Package 6m<sup>2</sup>: [HERE](#)
- Basic Package 12m<sup>2</sup>: [HERE](#)
- Deluxe Package 12m<sup>2</sup>: [HERE](#)
- Premium Package 24m<sup>2</sup>: [HERE](#)

Once the form is completed, please send it by email to your ABE/BCI Aerospace contact, **copying Taylore LASSALLE (tlassalle@advbe.com).**

**ALL ORDERS MUST BE SUBMITTED BY FEBRUARY 20<sup>th</sup>, 2025.**

**After this date, the following surcharges will apply:**

- +50% for PVC panels.**
- +100% for weighted tarpaulins.**

**YOUR GRAPHICS MUST BE SENT BY FEBRUARY 20<sup>th</sup>, 2025 TO** [aero-print@dee-expo.com](mailto:aero-print@dee-expo.com)

## TECHNICAL SERVICES & BOOTH CATERING

For all technical orders not included in your package, you may order through the Palais des Congrès de Montreal's online ordering system by clicking on the link below: **ORDERS MUST BE SUBMITTED BY MARCH 9<sup>th</sup>, 2025. A 20% surcharge will be applied to all orders placed after this date.**

Services	Contacts
<ul style="list-style-type: none"><li>* Plumbing</li><li>* Materials handling</li><li>* Banner installation</li><li>* Booth catering</li></ul>	<p>Access the exhibitor order portal <a href="#">HERE</a>.</p> <p>For any additional questions, contact Palais des congrès of Montreal exhibitors' services at:</p> <p>T: + 1-514-871-5871 or + 1-888-571-5871 (toll free)</p> <p>@: <a href="mailto:techno@congresmtl.com">techno@congresmtl.com</a></p> <p>Access the booth catering order form and policy of food exclusivity below:</p> <p><a href="https://montreal.bciaerospace.com/images/2025/downloads/Satellite_order_form.pdf">https://montreal.bciaerospace.com/images/2025/downloads/Satellite_order_form.pdf</a></p> <p><a href="https://montreal.bciaerospace.com/images/2025/downloads/Policy%20of%20food%20exclusivity.pdf">https://montreal.bciaerospace.com/images/2025/downloads/Policy%20of%20food%20exclusivity.pdf</a></p>

## WIFI INTERNET

Wi-fi inside the exhibition hall will be provided for all participants throughout the duration of the event

The network name and WIFI password information will be provided on your badge.

## NETWORKING LUNCHES

A seated networking lunch will be catered on **March 26<sup>th</sup> and 27<sup>th</sup>**, for those who have **pre-paid for the lunch option** during the original registration process.

**NB: If you have already sent your order form and you wish to add the lunch package, please send an email to your abe/BCI aerospace sales representative and copy Taylore LASSALLE ([tlassalle@advbe.com](mailto:tlassalle@advbe.com)). Please specify the number of delegates in your email.**

**ORDER DEADLINE: MARCH 9<sup>TH</sup>, 2025**

**ⓘ ACCESS TO THE LUNCH AREA WILL BE DENIED TO THOSE WHO HAVE NOT PRE-PAID**

## COFFEE CORNER

A complimentary coffee corner is available **every morning** of March 26<sup>th</sup> and 27<sup>th</sup>.

## THEMED WORKSHOPS

If you are leading a themed workshop, the conference room will be fully equipped with a video projector, screen, a computer (for your presentation), and a wireless microphone will be made available to you.

For all your queries and concerns please contact Taylore LASSALLE at [tlassalle@advbe.com](mailto:tlassalle@advbe.com) or + 33 5 32 09 20 06.

## SHIPPING

Be sure to have your materials delivered no earlier than 8:00am on March 25<sup>th</sup>. Any earlier deliveries **will not be accepted**. Please send them to the address below and include the name of the event as well as your company name on the label:

Palais des Congrès de Montréal (loading dock) – AEROMART MONTREAL (Rooms 220 CDE)

[Company's name]

163 rue St-Antoine Ouest  
Montréal, QC CANADA H2Z 1X8

**IMPORTANT: each exhibitor is responsible for the transport of his material the reception and the forwarding of his packages. The Palais des Congrès de Montréal and ABE/BCI Aerospace decline all responsibility in the event of theft, loss, or damage to stored goods.**

Materials delivery date: no earlier than Tuesday, March 25th, 2025

Materials pick-up date (mandatory): Thursday, March 27th, 2025 (end of the day)

ConsultExpo has been appointed as official customs broker and shipping provider for Aeromart Montreal 2025 to be held at the Palais des congrès. ConsultExpo provides a wide variety of customs and transportation services. To receive a price quotation, please complete their PDF forms (below) and return them via email 5 days before your materials leave your country.

Please fill in the Customs and Shipping forms [\[here\]](#) or online forms [\[here\]](#) before sending your materials to Montreal.

For any personalized requests, please contact:



John Santini, Director of Operations

Office: 514-482-8886 ext. 1

Cell: 514-709-0781

Fax: 888-629-9008

Courriel: [johns@consultexpoinc.com](mailto:johns@consultexpoinc.com)

Please complete the ConsultExpo forms **prior** to shipping your exhibit materials. They will need both the **Order Form** and the **Canada Customs Invoice** before your materials are sent.

**\*\*If you ship via your own carrier, please complete their respective Order Form and Canada Customs Invoice.**

For exhibitors traveling with their exhibit material by plane or car, please notify ConsultExpo **4 weeks prior** to traveling so they can prepare your customs documentation.

## MOVE-OUT

Exhibitors are required not to leave or dismantle their stand **before the end** of the event.

All exhibitors must remove their material and equipment from their booth **between 5:30 pm and 9:00 pm on Thursday, March 27<sup>th</sup>**.

**Important Note:** We encourage you to always attend to your belongings. The organizers and the Palais des Congrès de Montréal will not be, in any case, responsible for any theft or damage incurred. The booth spaces must be returned free of any object. Any material or equipment left in the booth **after 9:00 p.m. on March 27<sup>th</sup>** will be taken to ConsultExpo's warehouse at the exhibitor's expense.

**Be eco-responsible:** To manage your residual materials responsibly and sustainably during move-out, we invite you to consult the [Best Waste Management Practices Guide](#). This document offers practical advice on reducing waste, recycling efficiently, and donating surplus materials.

## ACCESS TO THE VENUE

### PALAIS DES CONGRES DE MONTREAL

1001 Pl. Jean-Paul-Riopelle, Montréal, QC H2Z 1M2, Canada

#### → FLIGHTS

##### **Montreal Trudeau Airport:**

Montreal is one of Canada's largest cities. Many direct flights link Montreal to more than 130 Canadian, American, and overseas destinations. The airport is located in Dorval, about 20 minutes away from downtown Montréal.

##### **Useful links:**

Website: [www.admtl.com](http://www.admtl.com)

Flight time: [www.admtl.com/flights](http://www.admtl.com/flights)



**AIR FRANCE AGREEMENT - The best fare for your airline ticket:**



**Attractive discounts, up to -15%, on a wide range of public fares on all AIR FRANCE, KLM and their code-shared flights worldwide.**

Event: **Aeromart Montreal**

ID Code: **GME50250AF**

Travel Valid Period: **18/03/2025 to 03/04/2025**

Event location: **MONTREAL**

The tickets can be booked via: **the dedicated Air France or KLM websites and by applying the unique event ID code during the check-out process, as specified in the event related [PDF](#).**

##### **Proof of attendance-fare eligibility**

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares.

At any point of your journey, passengers must be able to justify the usage of the discounted AIR FRANCE-KLM Global Meetings & Events fares by showing the proof of attendance-fare eligibility document. You will receive this document automatically when you book your tickets on the online booking platform [globalmeetings.airfranceklm.com](http://globalmeetings.airfranceklm.com). Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with "miles" when Air France or KLM flights are used.

*\*Not available in certain countries*

*\*\*Subject to conditions*

##### **Traveling to the Palais from the airport:**

- ⇒ Limousines, taxis, and taxis for handicapped persons: [www.admtl.com/taxis-limousines](http://www.admtl.com/taxis-limousines)
- ⇒ 747 bus/downtown and city buses: [www.admtl.com/buses-747-express](http://www.admtl.com/buses-747-express)
- ⇒ Car rental: [www.admtl.com/car-rental](http://www.admtl.com/car-rental)

#### → CAR

There are several parking areas located at or near the Palais des Congrès:

<https://congresmtl.com/en/convention-center/maps-and-directions/>



## **PARKING RATES:**

### **VIGER PARKING**

1025 Chenneville Street (400 places)

Every 30 minutes	\$5,75
Maximum for 12 hours	\$25
Maximum for 24 hours	\$30
Event rate	\$25

→ Method of payment: cash, Visa and MasterCard credit card

→ Clearance height: 6 ft 2 in (1.88 m)

→ Taxes included

Consult the list of [other parking options nearby here.](#)

## **CAR RENTAL COMPANIES:**

COMPANY	PHONE N°	WEBSITE
	+1 514 636-1902 Toll free : +1 800 879-2847	<a href="http://www.avis.ca">www.avis.ca</a>
	+1 514 633-1222 Toll free : +1 800 462-5266	<a href="http://www.alamo.ca">www.alamo.ca</a>
	+1 514 636-0052 Toll free : +1 800 268-8970	<a href="http://www.budget.ca">www.budget.ca</a>
	+1 514 631-5567 Toll free : +1 800 800-4000	<a href="http://www.dollar.com">www.dollar.com</a>
	+1 514 631-4545 Toll free : +1 800 736-8222	<a href="http://www.enterprise.ca">www.enterprise.ca</a>
	+1 514 636-9530 Toll free : +1 800 263-0678	<a href="http://www.hertz.ca">www.hertz.ca</a>
	+1 514 636-9030 Toll free : +1 800 227-7368	<a href="http://www.nationalcar.ca">www.nationalcar.ca</a>
	+1 514 631-5567 Toll free : +1 800 847-4389	<a href="http://www.thrifty.com">www.thrifty.com</a>

## → SUBWAY

The Palais des congrès is located at the Place-d'Armes subway station on **the orange line**.



Directions located at the metro exit will guide you to the Palais des Congrès. To plan your itinerary, go to the Société de transport de Montréal (STM) transportation network's website [here](http://www.stm.com).

## → BUS

**Bus lines 55 and 129 stop in front of the Palais des Congrès.**

Visit the [Société des transports de Montréal \(STM\)](http://www.stm.com) website to find the best bus route near you.

## → TRAIN

**Lucien-L'Allier station** (commuter train terminal from Dorion/Rigaud, Delson/Candiac and Blainville/St. Jérôme):

- ✓ Take the orange line towards Montmorency
- ✓ Stop at Place-d'Armes and follow the directions to the Palais des Congrès

**Gare Centrale** (commuter train terminal from Mont-Saint-Hilaire and Deux-Montagnes and Via Rail trains):

- ✓ Follow the directions to get to the Bonaventure subway station
- ✓ Take the orange line towards Montmorency until Place-d'Armes

**On foot to the Palais des Congrès from the Gare Centrale:**

- ✓ Less than 10 minutes
- ✓ Take the street De La Gauchetière Ouest towards University Street
- ✓ Take a right on University and a left on Viger
- ✓ The Palais is on your right at the fourth stop light

## HOTELS



Our team offers hotels at negotiated rates near the event location so that you can make the most of your stay.

1. **Via our partner - Revolugo:** please click [HERE](#) to book online!

For any further information on accommodation offers or for group reservations, please contact **Mathilde Manson**–  
[mathilde@revolugo.com](mailto:mathilde@revolugo.com) // +33 (0)1-80-06-62-88

2. **Stay with the Novotel Montreal Centre Hotel (starting from 140 CAD / night): (subject to availability and until February 6, 2025)**

Reserve your room by contacting the Novotel Montreal Centre reservations department directly

- By phone at (514) 871-2138 or at 1 866 861 6112 (Canada/United States),
- By email: [reservations@novotelmontreal.com](mailto:reservations@novotelmontreal.com)

Don't forget to mention **AEROMART MONTREAL 2025** when making your reservation!

## ANNEX – OFFICIAL CUSTOMS VALIDATION LETTER



Canada Border Services Agency    Agence des services  
frontaliers du Canada

Canada Border Services Agency  
International Events and Convention Services Program  
191 Laurier Avenue West, 7<sup>th</sup> Floor  
Ottawa, ON K1A 0L8

October 9, 2024

File # MTL\_2025\_14779

Advanced Business Events  
81 boulevard Lazare Carnot, 31000  
Toulouse, France

Dear Taylore Lassalle:

In response to your correspondence dated October 1, 2024; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

**Aeromart Montreal 2025**  
**March 25 - 27, 2025**  
**Palais des congrès de Montréal**  
**Montréal, Quebec**

The information provided to the CBSA states there will be approximately 1,000 attendees to which 50% are foreign to Canada and that the event is closed to the general public with no sales.

As outlined in your correspondence, this event is expecting approximately 100 foreign exhibitors who are importing display booths, promotional materials and industry-related goods for display at the event.

It should be noted that, non-Canadian exhibitors may import display items and exhibit booths temporarily as outlined in the provisions of tariff classification **9993.00.00.00** duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

Goods imported as “giveaways” must be accounted for at time of release on a Commercial Accounting Document (CAD) with all applicable duties and/or taxes collected at the time of importation.

Under certain circumstances, the CBSA will require a deposit on goods being temporarily imported to Canada. These goods are normally documented on the Temporary Admission Permit (Form BSF865).

At the time of exportation, goods granted temporary admission on a Form BSF865 or Carnet must be presented along with importer’s/owner’s copies of the appropriate documentation to CBSA for verification and certification. This presentation may occur at a CBSA office inland or at the port of export, depending on the circumstances involved and is necessary for you to receive a refund of any securities posted. Please note that the refund may not be immediate.

The IECSP has been informed that ConsultExpo Event Services has been designated as the official customs broker for this event. If you have any questions regarding importing event materials into Canada or if you wish to inquire as to the brokerage services provided, please contact Diane Labbé Deegan at 514-482-8886 ext. 2.

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

**Canada**

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: [www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/inadmissibility.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/inadmissibility.html)

If you are an event organizer and you have attendees from visa-requiring countries ([www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp)), please contact the Special Events Unit of Immigration, Refugees and Citizenship Canada (IRCC) at [special.events@cic.gc.ca](mailto:special.events@cic.gc.ca) with the specifics of your event. They will assess the visa requirements of your event.

Visa-exempt foreign nationals, **excluding U.S. citizens**, now require an Electronic Travel Authorization (eTA) to fly to or transit through Canada. For more information please visit: [www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html)

If you are arriving at one of Canada's main airports ([www.cbsa-asfc.gc.ca/services/border-tech-frontiere/pik-bip-eng.html](http://www.cbsa-asfc.gc.ca/services/border-tech-frontiere/pik-bip-eng.html)), you can complete your customs and immigration declaration at an airport kiosk or eGate upon arrival.

Save time and submit an Advance Declaration ([www.canada.ca/en/border-services-agency/services/arrivecan.html](http://www.canada.ca/en/border-services-agency/services/arrivecan.html)), up to 72 hours before you arrive in Canada. This allows you to do so at your own pace, and in a preferred environment. Special access to express lanes in the arrivals hall will be given to travellers who have used this feature.

You may then retrieve your declaration by scanning your travel document and confirming your identity at an airport kiosk or eGate before presenting yourself to a border services officer.

All passengers arriving at other airports must fill out a paper E311 CBSA Declaration Card prior to arrival and present it to a border services officer.

**To facilitate border procedures during entry into Canada, each participant should have a copy of this letter and be in possession of an itemized list of articles stating description, quantity and value for presentation to CBSA officials.**

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,



Ian Donald  
National Coordinator, International Events and Convention Services Program (IECSP)  
Canada Border Services Agency  
Tel: 613-797-1065  
Email: [Ian.Donald@cbsa-asfc.gc.ca](mailto:Ian.Donald@cbsa-asfc.gc.ca)  
Government of Canada



*The information you provide in this document is collected under the authority of Section 107(9) of the Customs Act for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government Departments and/or Agencies (e.g. Immigration, Refugees and Citizenship Canada) for the purposes of providing assistance with admissibility requirements.*

*Individuals have the right of access to, the protection and correction of their personal information under the Privacy Act – Section 12. The information collected is described under the International Events Personal Information Bank CBSA PPU 040 which is detailed at [www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-airpr/infosource-eng.html](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-airpr/infosource-eng.html)*

Canada